NCW 1969

December 25

PR for February

Packets should be mailed by now (November).

Appoint NCW judges - this info should be available for April/May PRs

January 25, 1969

PR for March

no per Ed 1/21/69

Mail packets to new clubs as listed in TN. ~~Also new members outside USA.~~

Have certificates printed and start signing in advance

Arrange for forum inclusion in program, times, persons for program as early as possible

Arrange for exhibit area for books and awards. Find out awards session time for use in publicity.
Arrange for cases for awards to be exhibited.

Order awards, plaques, etc.

February 25

PR for April - final NCW publicity

March 25

PR for May - remind participants to submit reports

Be prepared to mail out supplies and answer letters

May - Start sending Thank you letters and certificates.
Thanks may be sent out to numismatic media, any governors that you know have issued proclamations, other news media, etc.
Gold seals and ribbons on certificates.
Each club and entry receives the certificate with seal and ribbon IF THEY DO NOT WIN an award

List each book as it is received and each entry.
Check them for lists for certificates, etc.

Start typing certificates. Certificates may be mailed back with losing books and any noncompetitive reports that are to be returned and postage may be saved in this manner. Certificates for school children should be mailed out before school is out.

All books not winning and noncompetitive may be returned in June immediately after judging.

Acknowledge the reports when they come in - if you don't sign for them, participants worry about safe and timely arrival.

Remind judges of judging date.

After judging, give winners names and location for PR
Write winners letters; write losers and noncompetitive entries thank you letters.

By June 25 - final PR covering NCW judging

Write judges letters of thanks - include certificates?

Books go back to owners RETURN RECEIPT REQUESTED - Parcel Post